

Meeting: Executive Committee

Date: June 9, 2004

Time: 3:00 p.m. – 5:00 p.m.

Location: Conf. Room 420B

Members Present												
Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Jeffrey Hawkins	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elizabeth Dawsey	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brenda Stimson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keith Meeks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joy Schumacher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Parent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kalvin Scarber	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mary Stephens Ferris	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guests												
Waymond Burks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff												
Jewell Martin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cynthia Fletcher-Marshall	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kamau Akinyele	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sandra Cavette	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jerelle Moseley	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Topic	Discussion	Action	Responsibility	Consult	Inform	Due Date
Grantee Report	Data Management consultant role and responsibility focused on the Grantee need for a data management system for the last six months. Aware of needs and requirements to the SEMHAC Council and need to work and attend the Needs Assessment meetings. Draft letter from Loretta Davis Satterla presented. Subject: Dental funding decrease in the	Will send letter to Ms. Satterla regarding our concerns and that we have already set our funding streams for 2004-2005 . Needs Assessment committee will be sent this information and Mary Gastonberry's recommendations.	J. Martin			

	SMA. This SMA has 82% of the service.					
PWC	<p>First meeting of new cycle will be 6/28/04 with a guest speaker: Mike Odom of MAPP.</p> <p>Kalvin Scarber, PWC Chair will be relocating to Harbor City CA. He will be missed greatly.</p>		K. Scarber			
Media Marketing	<p>We did not win the BET short film competition, but will consider making the film to broadcast on World AIDS Day in December.</p> <p>We are reviewing our SEMHAC brochures to upgrade them including, translation into Spanish and Arabic. Speakers Bureau implementation was discussed.</p>		S. Cavette			
Nominations and By-Laws	<p>Reviewing SOP's. Revisions to by-laws tabled at this time. August we will have open nominations for the next slate of officers.</p>		M. Parent			
Resource Development and Fiscal Oversight	<p>Reviewed Data Management position, job description, goals and objectives. M. Hashem will be on board for Needs Assessment and P&amp;A process.</p>		J. Schumacher			
Prioritization & Allocation	<p>August 2004 - T and A from HRSA for a model were discussed. It was felt we have the talent necessary to run this without HRSA TandA. Skill set of people for this committee</p>	<p>All data needed from the Grantee is requested by August 1,2004. i.e. Service Utilization needs, the documentation instruments for the data, formula driven examples from</p>	<p>Cynthia will assist Sandy in orientation process for P&amp;A and the Data analysis .</p>			

	were discussed, i.e. understanding of Data, understanding of the process and need not to personalize information.	prior P&A, cost per unit, cost per client ,cost per provider, needs assessment survey reports. A Facilitator will be hired to run the process Model for the process will be picked prior to the process the committee will have this prior to the sessions.(8/9/04 through 8/11/04 will be the time frame.				
Staff Support Report	FOIA request was made by AIDS Watch Detroit.  SEMHAC Reception will be held on June 30, 2004, in which the Chairperson, Jeffrey Hawkins will give short presentation.  New member orientation will be held on July 23, 2004.	Information submitted and the City of Detroit Law office is handling this.  A ticket to admit ONE will be sent to all RSVP's	S. Cavette			

*Jeffrey Hawkins*  
Chair/Co-Chair Signature

June 9, 2004  
Date